

**TOWN OF HEBRON
SELECTMAN'S MEETING**

**June 9th, 2025 6pm
Minutes**

1. CALL TO ORDER and FLAG SALUTE – *Chairman Butch Asselin presided. Selectmen Elizabeth Olsen and Joseph Chretien, Deputy Clerk Alicia Bryant, Highway Foreman Roland Gagne, and Ryan Beck from Budget Technologies were all present. Marc Roy from BlueStar Accounting joined in via phone later.*
2. ACTION ON MINUTES
 - 2.1. Action on Minutes dated May 27, 2025 – *Butch motioned to accept the minutes dated May 27, 2025, with a couple corrections. Elizabeth second, 3-0.*
3. PUBLIC COMMENTS – *NONE*
4. BUSINESS ITEMS –
 - 4.1. Presentation by Ryan Beck, Territory Manager of Budget Document Technology regarding copier replacement and leasing – *The town's current copier lease is up this coming October. Ryan gave a presentation on a copier comparable to what the town currently has. The board was looking for a copier to suit our needs more. Ryan will revisit the specs and get the town an updated quote and comparison to what the town currently has, contract details and current pricing. The board will also look into getting quotes from other businesses.*
 - 4.2. Discussion with Marc Roy of BlueStar Accounting and Advising regarding proposed Unassigned Fund Balance Policy – *Discussion was had with Marc Roy from BlueStar Accounting about the proposed Unassigned Fund Balance Policy and his recommendations to reduce the plan over the course six years, to get the percentage to where the board agrees on to into the policy.*
 - 4.3. Discussion on the removal of asphalt remaining on the walls of the salt and sand building and recoating the surface – *Discussion on removing the previous asphalt coating on the walls of the salt and sand building and recoating it. Butch read a proposal and recommendations from Brian from the Highway Department, stating the they have reached out to local contractors and businesses to receive quotes. Board tabled for now to get more info, quotes and prices. Until then recommended keeping the salt and sand away from the walls.*
 - 4.4. Discussion and of the layout of the Transfer Station proposal by Brian Whittier, Transfer Station supervisor – *Butch read a proposal from Brian Whittier about completing DEP requirements for barriers and hot ash area. Elizabeth finished explaining the proposal to possibly move the metal bin/area for easier and better access. Board discussed the flow of the transfer station and decided to keep the metal bin where it is currently, having the loader back up at the transfer station is helpful with loading metal into the bin. Will reevaluate at a later time. Elizabeth finished the proposal from Brian to update safety*

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ideas for the roll offs bins, adding more support and ramps for citizens when dumping.

- 4.5. Paving and road striping bid award – *Board reviewed the bids for striping and paving. No bids received for striping. Butch said to update and repost bid for striping. Elizabeth mentioned to reach out to venders that have been used in the past to encourage them to place a bid. Board received 3 bids for paving. Board reviewed the 3 bids for paving in detail. Elizabeth motioned to award Spencer Paving the bid due to the lowest cost and working with them in the past. Elizabeth added to the motion to have them update the bid to include all the details requested by the RFP. Motion was not seconded due to not including all the specs of the RFP. Butch motioned to award Pine Tree Paving the bid due to cost and fulfilling all the details for the RFP. Joseph second, 3-0.*
- 4.6. Sign employment agreement for Alicia Bryant to become Town Administrator – *Butch motioned to sign employment agreement for Alicia Bryant to become the Town Administrator. Joseph second, 3-0.*
- 4.7. Discussion on voluntarily reducing selectmen's stipends effective July, 1 2025 – *Butch motioned to voluntarily reduce Selectmen's stipends to 2500 for the Chairman and 2000 for the board members. Motioned was not second, and died. Board discussed waiting for now as the transition of the new position of Town Administrator starts and revisit at a later date.*
- 4.8. Discussion and decision on adding a Community Small Business Economic Development Committee – *Board discussed adding a Community Small Business Economic Development Committee. Elizabeth mentioned more of a community engagement committee; having community days, adding playgrounds, and fairs. Butch asked if Elizabeth would be a liaison for this committee and the board, she agreed. Butch mentioned having it more economic development committee. Elizabeth stated we should have a meeting/ open house to check on the interest of this and help get the word out and find people to sit on the committee, Butch disagreed. Board agreed it would need a 3–5 person board if not it would die. Joseph motioned to start a Community Engagement Committee. Butch second, 2-1. Elizabeth disagreed as only to start with a meeting to put feelers out there to see if any interest so the committee helps start itself.*
- 4.9. Discussion on modifying personnel policy to include language for a Health Reimbursement Account and Stipend for employees who opt out of The Town's health insurance plan – *Authorize the Town Administrator to contact HRA administrators for more information and how the plan would be managed – Butch discussed adding to the personal policy to include a health insurance stipend for all employees who opt out of the towns health insurance plan. Stating that some employees currently get it and others don't. Paying out a stipend is less costly for the town then paying for the insurance itself. Butch stated we need to remain competitive to retain employees, the town currently has the lowest plan possible. Butch mentioned a health reimbursement account to assisting employees with copays, deductibles or family plans. Elizabeth asked if upping the current insurance plan verse paying copays. Board authorized the Town Administrator to look*

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into surrounding towns to see what plans they offer and to contact HRA administrators about plans and possibly getting a reimbursement account. Just a discussion at this time and will revisit at a later date with more information.

4.10. Discussion of moving forward with developing RFPs for #2 fuel oil, diesel, and propane – *Board discussed creating RFPS for heating oil, diesel fuel and propane services to try and receive a better rate and be able to budget easier. Elizabeth noted she would like to see the RFPs emailed out to the board before sending them out to bid.*

5. SELECTMEN ITEMS – *Butch gave an update about the department of labor meeting coming up on June 12th about getting abatements. Butch gave an update on pricing from Mid Maine Waste. Elizabeth motioned to have a wavier signed that Alicia can get insurance affective July 1st verse waiting another month to be active as she has been employed by the town and to have Butch sign the waiver. Butch second, 3-0.*

6. SIGN WARRANTS – Warrant # 30
Elizabeth motioned to sign Warrant #30. Butch second, 3-0.

7. ADJOURNMENT – *Butch motioned to adjourn at 9:02pm. Joseph second, 3-0.*

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